

Thank you for evaluating applications submitted to the Missouri Charter Public School Commission. These are instructions on how to use Epicenter to read applications and post your reviews.

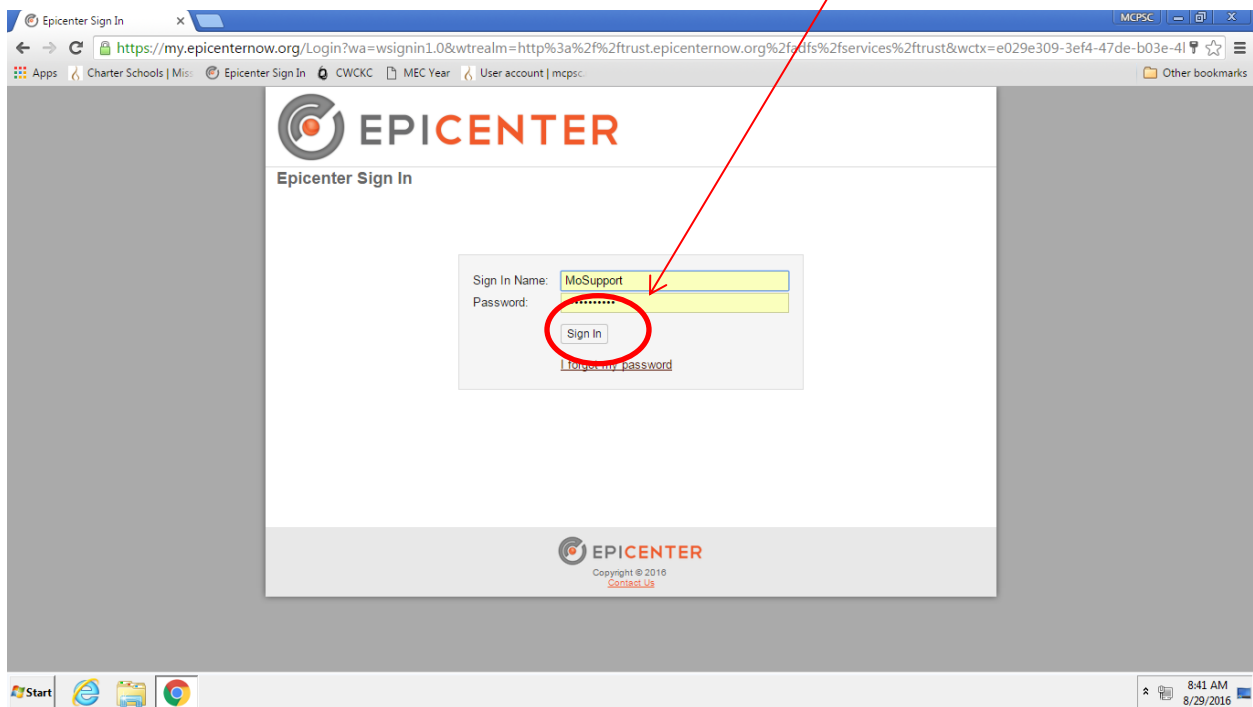
Epicenter is an online application and compliance tool used by charter school authorizers and districts. In addition to application reviews, this tool tracks compliance of sponsored schools. Read more about Epicenter at: <http://epicenternow.org/>

SIGNING ON TO EPICENTER

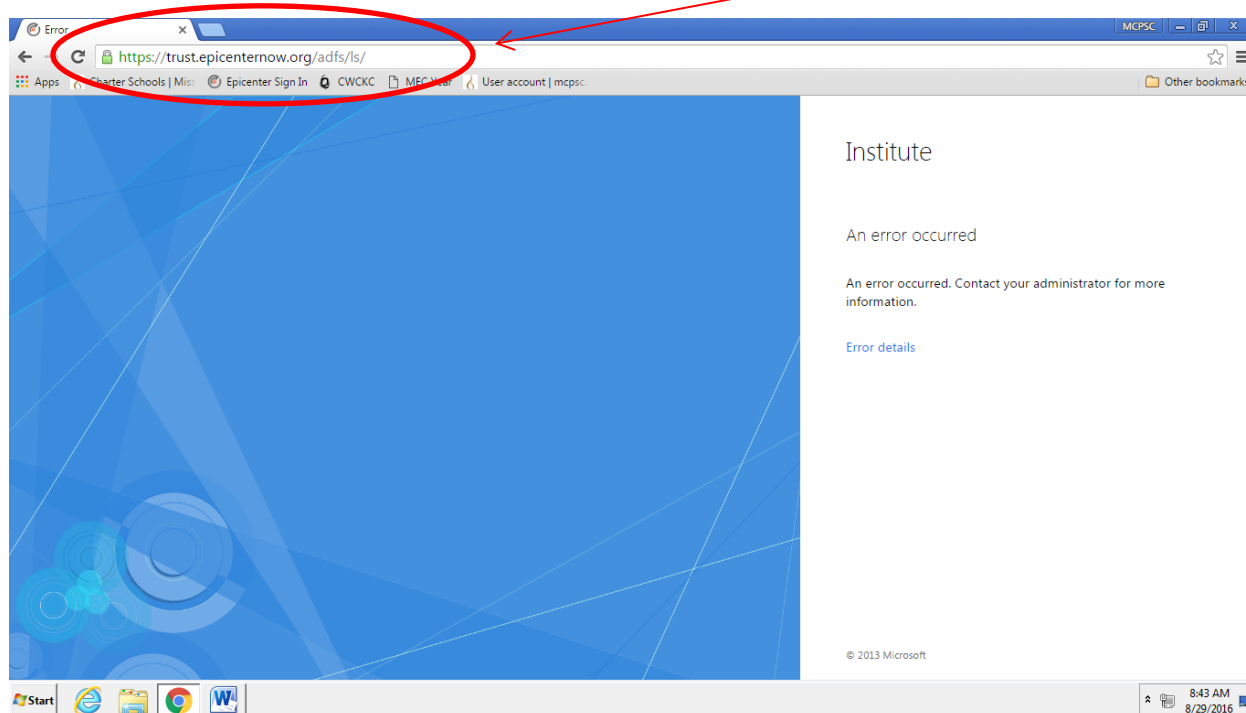
You should have received an email from Epicenter instructing you on how to establish your Username and Password. If you did not get this email, please contact Commission staff.

Once you have your Username and Password, you will want to set up a bookmark for Epicenter. The URL is: <http://my.epicenternow.org>

To sign in, simply add your username and password and click the **“Sign In”** button.

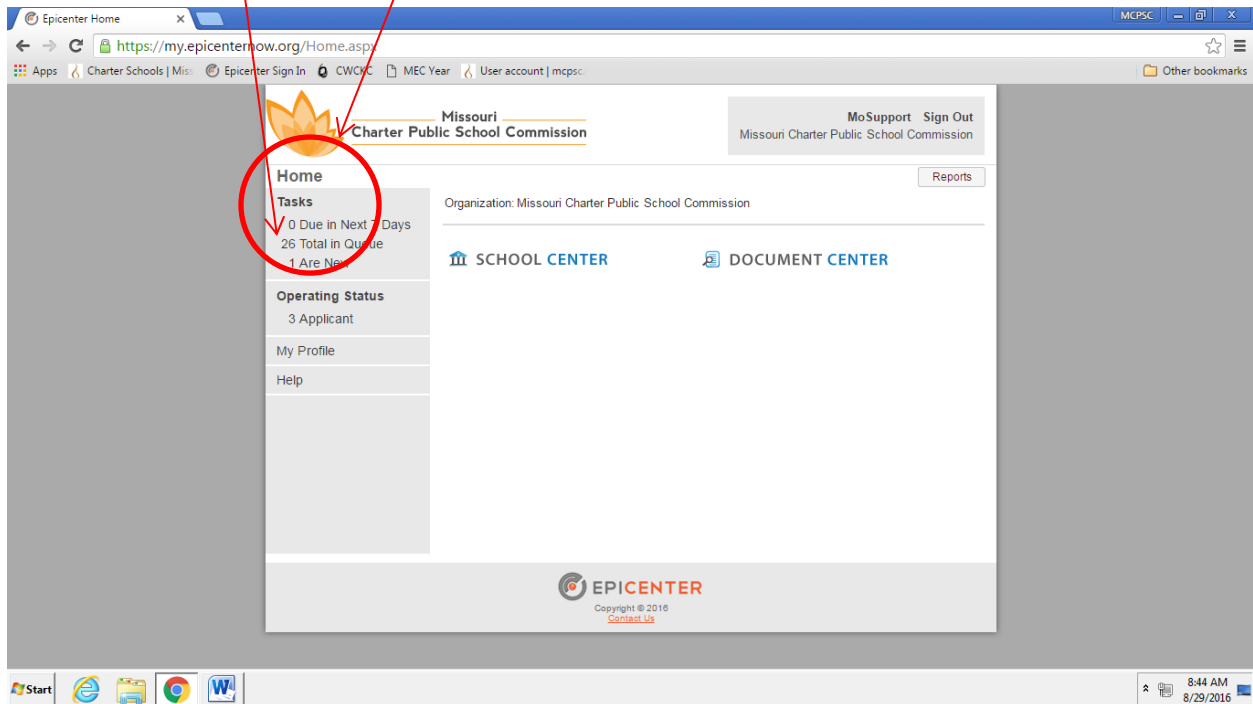


Sometimes users will get an error page because your computer is going back to a previous time you signed in (see screen shot below.) If you get something like the page below, **replace the address** with: <http://my.epicenternow.org>. You should then see the sign in page, (pictured on page 1.)



REVIEWING USING TASKS

External reviewers will get a tasks in their queue to alert them that an application has been submitted for their review. You will see your **tasks** on the left hand side of the screen. This reviewer has 26 in queue and one of them is new. You see two other links, School Center and Document Center. Let's begin by clicking "**Tasks in Queue**."



You will now see a list of all of the submissions – for all the applications – you have been tasked to review. Submissions are the individual sections of the application.

On the left side, you see the a description of each **submission**. In the middle, you see the name of the **school (applicant.)** On the right, is the submission type (in this case, one that is required to be in compliance with our standards), along with the **date** it was submitted by the applicant.

I want to draw your attention to the **Help** button. This is very handy! Don't be afraid to click it! (You can always email Commission staff for help, too!)

The screenshot shows the 'My Tasks and Alerts' page on the Missouri Charter Public School Commission website. The page displays a list of submissions for Northeast Academy of Arts and Technology (School). The 'Help' button is circled in purple. Arrows point from the text above to the 'Description', 'Entity', and 'Help' button.

Description	Entity	Type	Notification	Due
3. Application Cover Sheet Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
5. Executive Summary Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
A.4 School Calendar and Daily Schedule Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
B.4 Staff Recruitment, Retention, Replacement and Training Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
A.5 Target Population Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
A.7 School-Specific Goals and Objectives Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
A.8 School Climate and Culture Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
A.9.4 Use of Alternative Credit toward High School Graduation - Optional Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
A.6 Special Student Populations Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	
A.9.1 Charter Management Organization/University Partnership - Optional Date: 2016-07-22	Northeast Academy of Arts and Technology (School)	Compliance - Approve	Aug 11	

Clicking on a submission link brings up the details for that submission. Let's look at the top, middle and the bottom of this submission detail.

The top tells us the **name of the submission** (this one is A.4 School Calendar and Daily Schedule). It tells us the **school name** and shows us the **instructions** given to the applicant. You can see what the applicant sees: instructions and a **PDF** of the submission requirements for this section.

The screenshot displays a web application interface for the Missouri Charter Public School Commission. The browser address bar shows the URL: <https://myepicenternow.org/TaskAndAlerts/FileTask.aspx?TaskId=782431>. The page title is "Submission Workflow Task". The main content area is titled "Task: Compliance - Approve". The submission details are as follows:

- Organization: Missouri Charter Public School Commission
- Notification: Aug 11 2:51 PM CST Completed:
- Requirement: **A.4 School Calendar and Daily Schedule** (circled in red)
- Due: Jul 22
- Grace Extension: None
- School: **Northeast Academy of Arts and Technology** (circled in green)
- Submission Type: A.4 School Calendar and Daily Schedule
- Description: Present the school calendar and a sample daily class schedule
- Resources: **A.4 School Calendar and Daily Schedule.pdf** (circled in yellow)
- Instructions: Present the school calendar showing the number of days the school will be in session and sample daily class schedule, showing daily hours of operation and allocation of time for core instruction, supplemental instruction, extra-curricular activity, and after-school activities, as applicable. Describe how the calendar and daily schedule support the education philosophy and academic strategy of this school. Describe a "day in the life" of a student who attends this school. See resource link below for complete instructions, exhibit requirements and evaluation criteria.

The page also includes a "Submission" button and a "Help" button. The bottom of the page shows the Windows taskbar with the Start button and several application icons, and a system clock indicating 8:47 AM on 8/29/2016.

Now to the middle. Here you can see **who submitted** the section and **what was submitted** by the applicant.

Submission Workflow Task

https://my.epicenternow.org/TaskAndAlerts/Task.aspx?TaskId=782431

Apps | Charter Schools | Miscellaneous | Epicenter Sign In | CWCKC | MEC Year | User account | mcpsc

Other bookmarks

King, Dr. Nicole C.

Time: Jul 21 11:36 AM CST

Notes:

Files: [A.4 School Calendar and Daily Schedule 2016-07-22.pdf](#)

Original Files: A.4 NEAT School Calendar:Schedule:Day in Life.pdf

File Name: A.4 School Calendar and Daily Schedule 2016-07-22.pdf

Template: Position the cursor where you want a placeholder to be inserted and click [Insert Placeholder](#) below.

Date: 2016-07-22 [Insert Placeholder](#)

Review

Wahby, Mrs. Robbyn G. (Robbyn)

Status: Pending

Your Review

Instructions: Meets standards and statutes

Resources: [A.4 Evaluation Detail.pdf](#)
[A.4 School Calendar and Daily Schedule.pdf](#)

Files: [Add Files...](#)

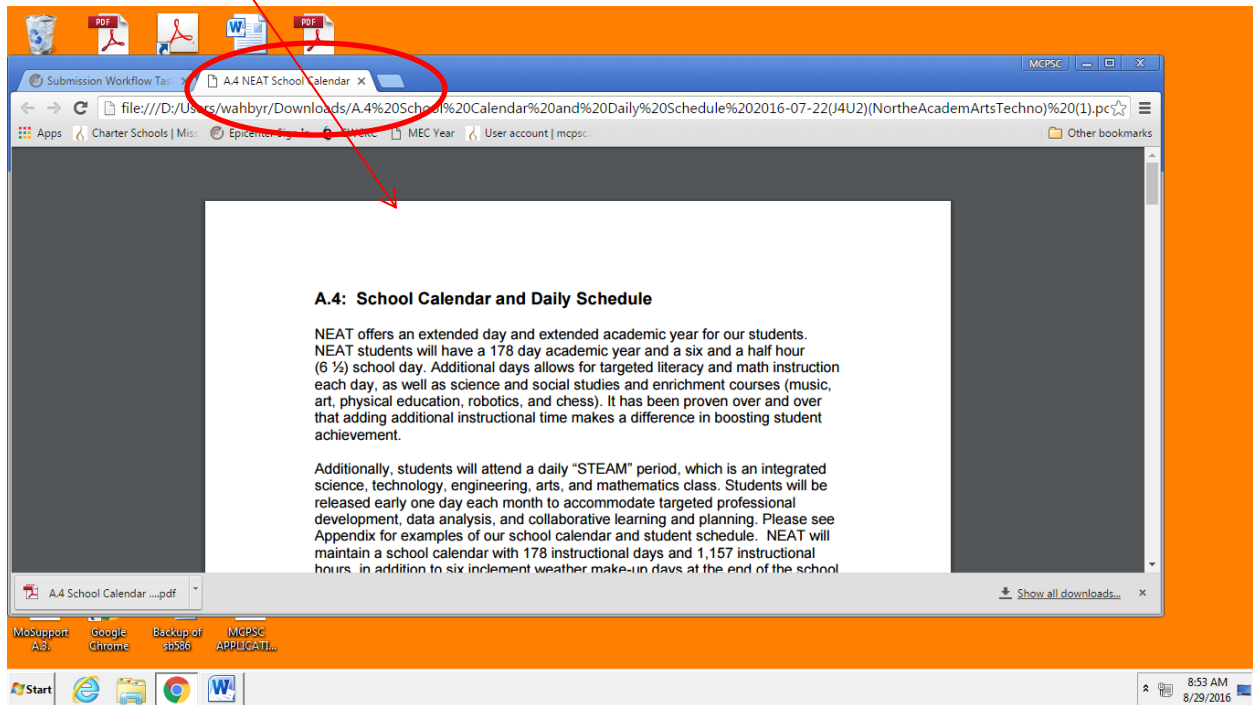
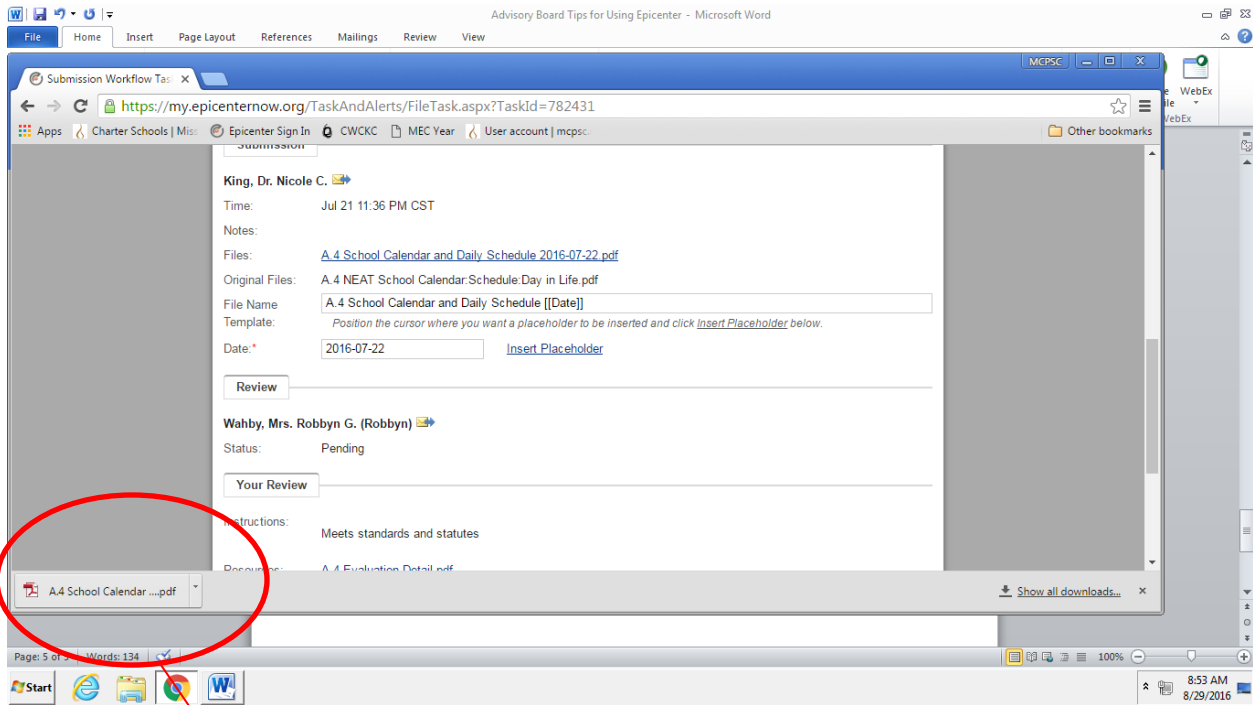
Notes:

Status: Pending

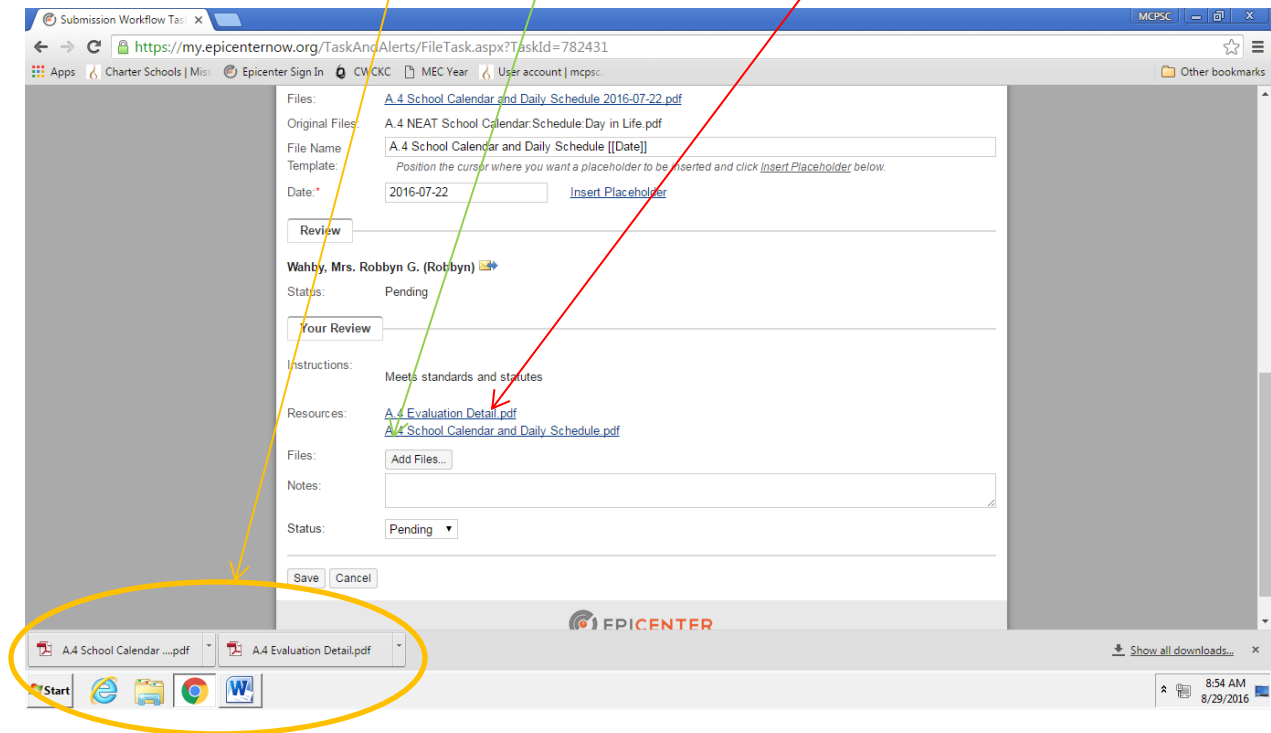
Save Cancel

8:49 AM 8/29/2016

By clicking on the **submission file** (in this case A.4 School Calendar and Daily Schedule 2016-17.pdf), a PDF will be automatically downloaded. By clicking on the downloaded PDF, the submission will open. (See page 7 for example.)



At the bottom of the detail you will see two resources for your use: **Evaluation Details** (a blank, fillable PDF for your notes) and the **criteria to evaluate the particular section**. As we did above, simply click on the links and the PDFs will **automatically download**.



EVALUATION DETAIL

When you open the Evaluation Detail PDF you will see a few fillable boxes. In the upper, right corner is a box where you add the **NAME OF THE SCHOOL**. In the center you see two boxes, one for comments about the **strenghts of the application**, the other about **concens or questions**. At the bottom, left side there is a box where you **add YOUR name**. There are also check boxes you can select: meets standard, partially meets standard, does not meet standard.

The screenshot shows a PDF form titled "Charter School Application Evaluation" with the subtitle "Evaluation Detail A.4 School Calendar and Daily Schedule". The form includes a section for selecting a standard (Meets, Partially Meets, or Does Not Meet) and two large text areas for "STRENGTHS" and "CONCERNS AND ADDITIONAL QUESTIONS". At the bottom left is an "Evaluator" field. Colored circles and arrows highlight these fields: a red circle for the school name, a green circle for the strengths section, a yellow circle for the concerns section, and a purple circle for the evaluator name. The browser's address bar shows the file path: file:///D:/Users/wahbyr/Downloads/A.4%20Evaluation%20Detail%20-%20Revised.pdf.

Submission Workflow Task | Model Charter School Ap... | MCPSC

file:///D:/Users/wahbyr/Downloads/A.4%20Evaluation%20Detail%20-%20Revised.pdf

Apps | Charter Schools | Mis... | Epicenter Sign In | CWCKC | MEC Year | User account | mcpssc... | Other bookmarks

Charter School Application Evaluation

Evaluation Detail
A.4 School Calendar and Daily Schedule

Check one (required)

☐ MEETS THE STANDARD
☐ PARTIALLY MEETS THE STANDARD
☐ DOES NOT MEET THE STANDARD

STRENGTHS (500 character maximum) include page numbers
Add to this section any items that stand out to you as strengths. It could be something as simple as "meets standard" or "meets requirements", or a comment that speaks to the quality of the section.

CONCERNS AND ADDITIONAL QUESTIONS (500 character maximum) include page numbers
List concerns and/or questions here. Please include a page number so applicant and MCPSC staff know what you are referring to.

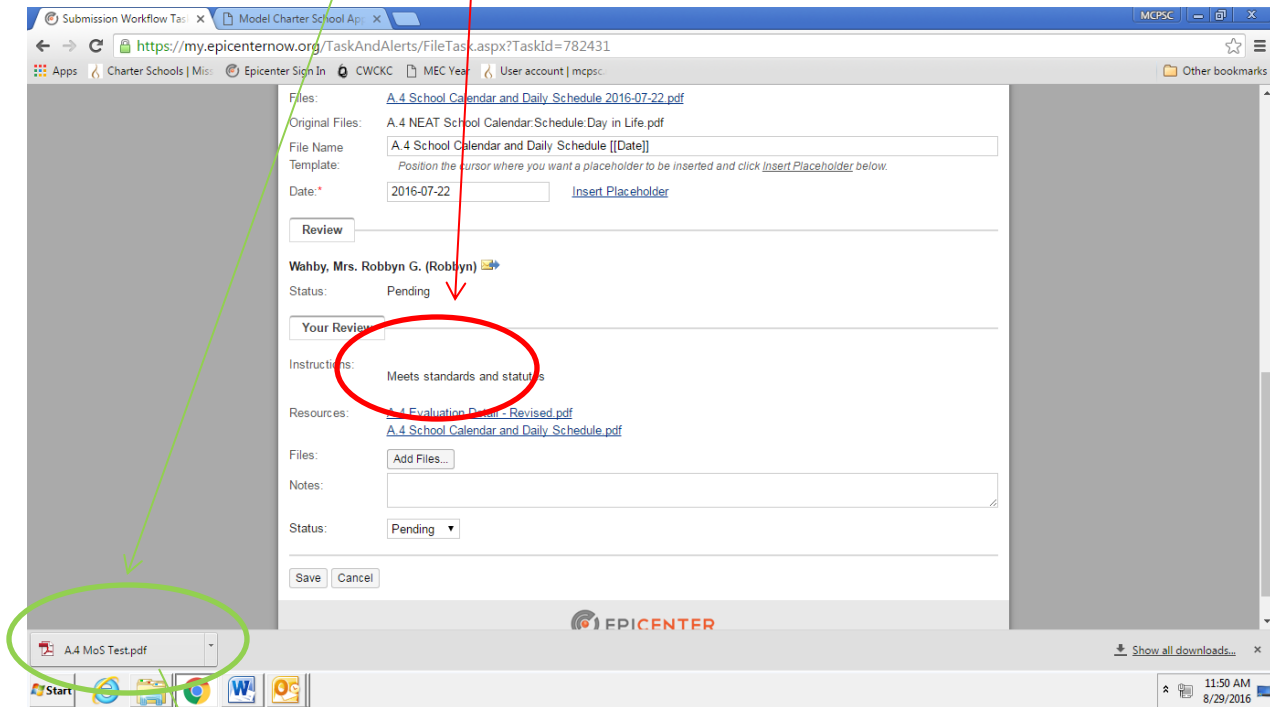
Evaluator: Add your name here

11:41 AM
8/29/2016

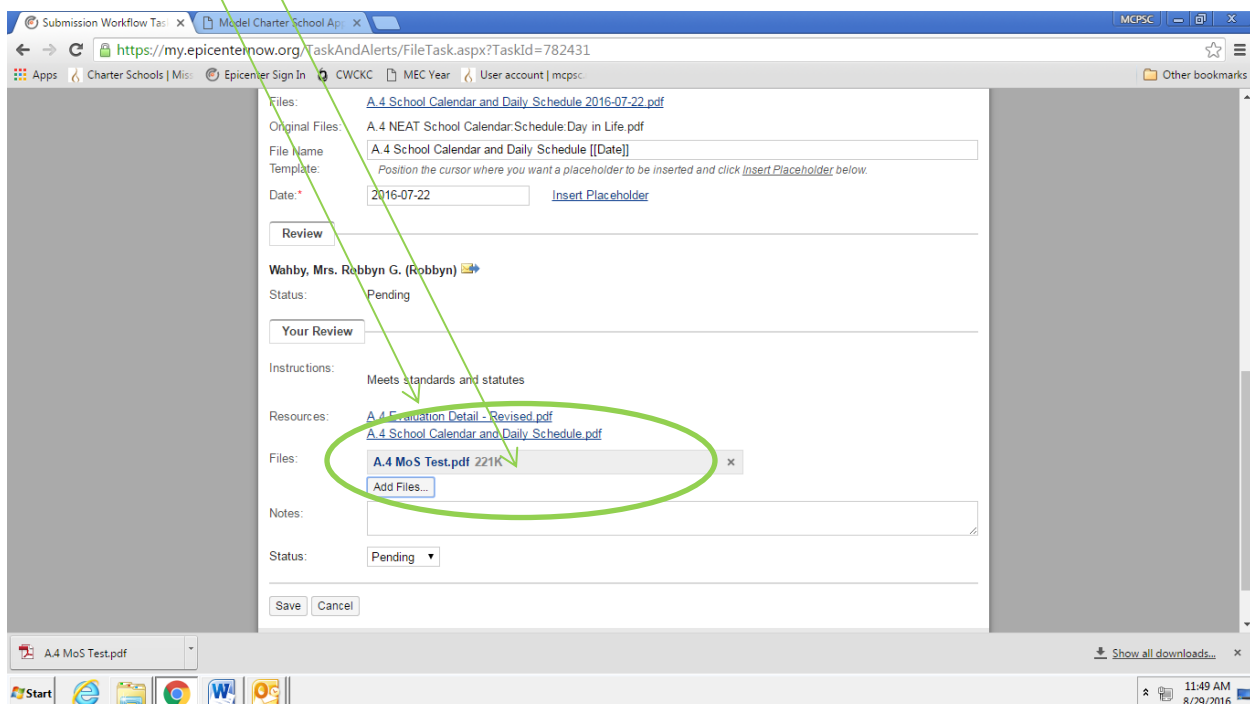
Once you have completed your review of a section, **SAVE your PDF on your computer!!!**

HINT: I set up a folder on my desktop where I save these files. You may wish to use some naming code for yourself, such as naming the file the number of the submission & the initials of the school (ex: A4NEAT.)

Upload your completed **evaluation** to the same section. You do this by returning to the submission detail page and click the button **"Add Files."** (HINT: If you feel lost and not sure how to return to this page, you can find the submission you are reviewing by 1) returning HOME by clicking on the word Home – see upper left corner – and 2) by clicking on Task in Queue.)



When you click on "Add Files," it opens up your computer's directory. You simply click on the file you saved and it will **upload**.



There is a **note** section below the files. If you have a comment for all to see, you may add it in this section. For example, you may say “Applicant uploaded the wrong section.” Please do not add your review to this section.

COMPLETING YOUR SUBMISSION REVIEW

To complete your submission review, after you have uploaded your evaluation filed, **click on the status button** and change your review stated from Pending to Reviewed. **Then hit Save**. Your evaluation will be sent to Commission staff and removed from your task queue.

The screenshot shows the 'Submission Workflow Task' page in a web browser. The URL is <https://my.epicenternow.org/TaskAndAlerts/FileTask.aspx?TaskId=782431>. The page displays details for a submission titled 'A 4 School Calendar and Daily Schedule [[Date]]' with a date of '2016-07-22'. The reviewer is 'Wahby, Mrs. Robbyn G. (Robbyn)'. The status is currently 'Pending'. Below the status, there is a 'Your Review' section with a text area for notes. A red box highlights the notes section with the text 'You can add a few comments here, if you think all reviewers would benefit.' A red arrow points from the text 'There is a note section below the files' to this area. A green circle highlights the 'Status' dropdown menu, which shows 'Pending', 'Pending', and 'Reviewed' options. A green arrow points from the text 'click on the status button' to this dropdown. A yellow circle highlights the 'Save' button, and a yellow arrow points from the text 'Then hit Save' to it. The page footer includes the EpiCenter logo and copyright information.

File Name: A 4 School Calendar and Daily Schedule [[Date]]
Template: Position the cursor where you want a placeholder to be inserted and click [Insert Placeholder](#) below.
Date: 2016-07-22 [Insert Placeholder](#)

Review

Wahby, Mrs. Robbyn G. (Robbyn)

Status: Pending

Your Review

Instructions: Meets standards and statutes

Resources: [A 4 Evaluation Detail - Revised.pdf](#)
[A 4 School Calendar and Daily Schedule.pdf](#)

Files: [Add Files](#)

Notes: You can add a few comments here, if you think all reviewers would benefit.

Status: Pending Pending Reviewed

[Save](#) [Cancel](#)

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A 4 MoS Test.pdf [Show all downloads...](#)

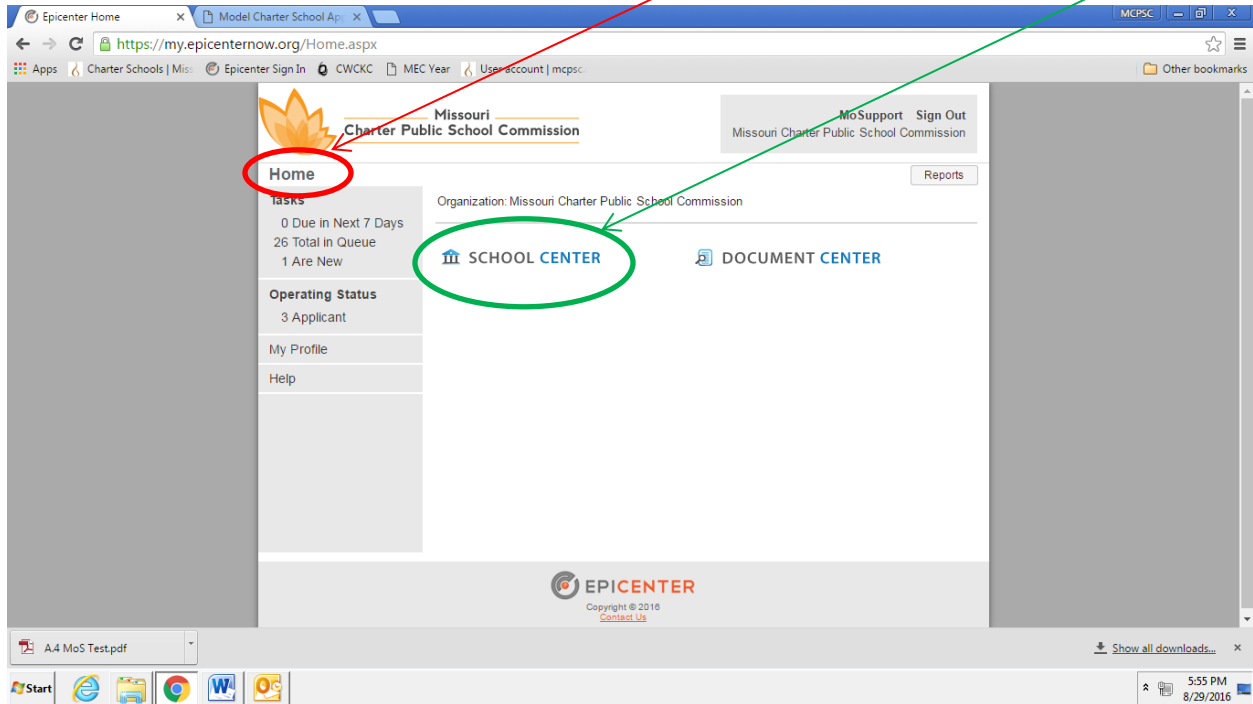
11:55 AM
8/29/2016

FINDING SUBMISSIONS FOR ONE SCHOOL

If you want to find the submissions for one school, and do not want to click on tasks, you can open up the submissions through School Center or Document Center. Once you have signed on you will see this screen.

HINT: You can always get back to this screen by clicking on the work **Home**.

To search for the submissions still open (not reviewed), by school, start by clicking on **School Center**.



Click on the name of the **school** ...

The screenshot shows the 'School List' page on the Missouri Charter Public School Commission website. The page header includes the logo and navigation links like 'MoSupport' and 'Sign Out'. Below the header, there's a 'School List' section with a table of schools. A red arrow points to the school name 'Kansas City Leadership Academy for Young Men - KCLAYM' in the table.

School	Grades	Classifications
AFB Legacy Charter Academe (LCA)	KG - 02	Applicant
Kansas City Leadership Academy for Young Men - KCLAYM	KG - 03	Applicant
Northeast Academy of Arts and Technology	KG - 02	Applicant

Click on the **Submission** tab....(this will take a minute, so be patient.)

The screenshot shows the 'School Overview' page for 'Kansas City Leadership Academy for Young Men - KCLAYM'. The page has a sidebar with school details and a main content area with a map. A red circle highlights the 'Submissions' tab in the sidebar.

School Overview
Kansas City Leadership Academy for Young Men - KCLAYM

Overview | Contacts | Operations | **Submissions**

Classification(s): Applicant
Physical Address: 5840 Swope Parkway
Kansas City, MO 64130
County: Jackson
Phone: 913-710-9684
Fax: ---
Actual Grade Levels: KG - 03
Contract Grade Levels: KG - 07
Resident District Code:
School Code:
District Code:
NCES School ID:
NCES District ID:

School Board

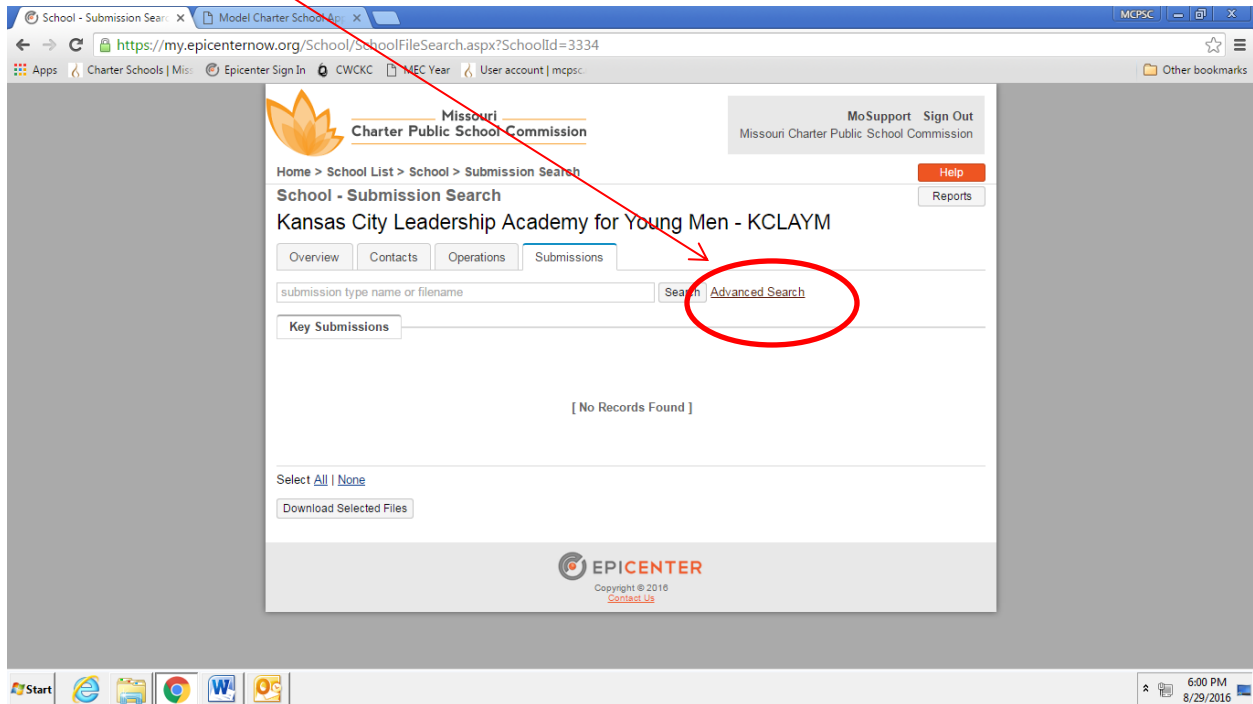
5840 Swope Pkwy
View larger map

5840 Swope Parkway

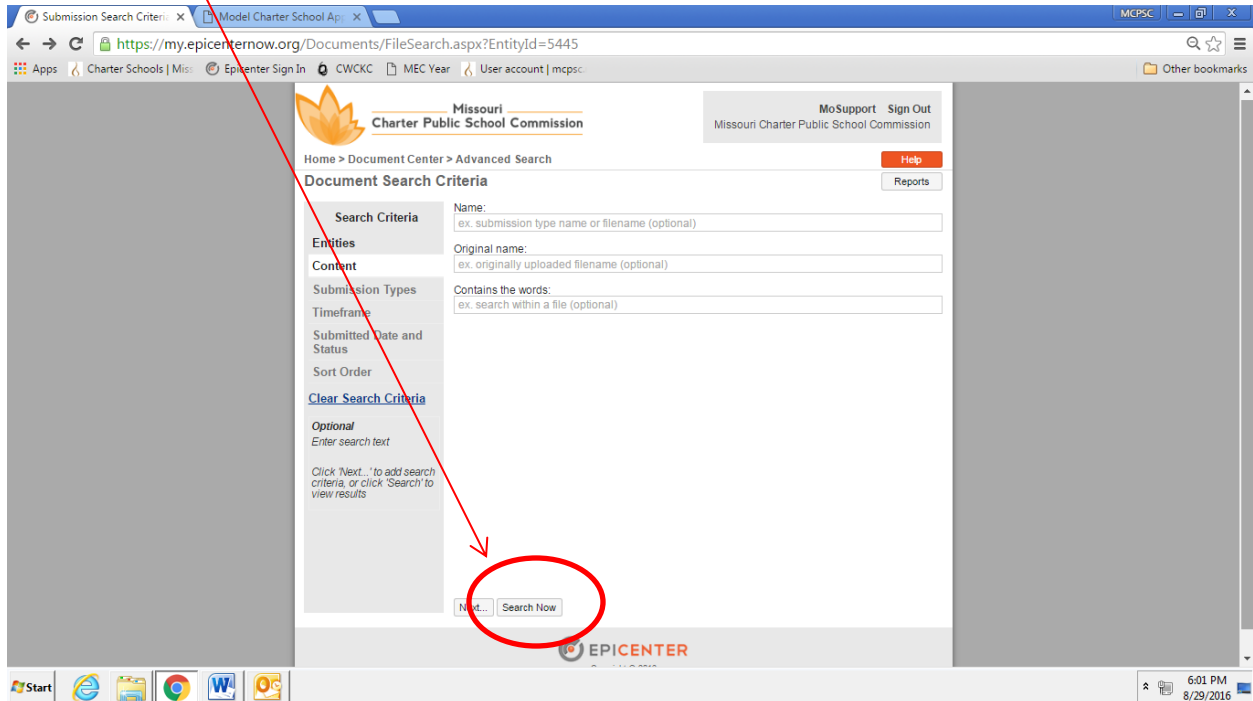
Swope Ridge Geriatric Center
Zill
Covenant Presbyterian Church
St. Louis Parish

©2016 Google - Map data ©2016 Google - Terms of Use - Report a map error

Click on **Advance Search**



Click on **Search Now....**



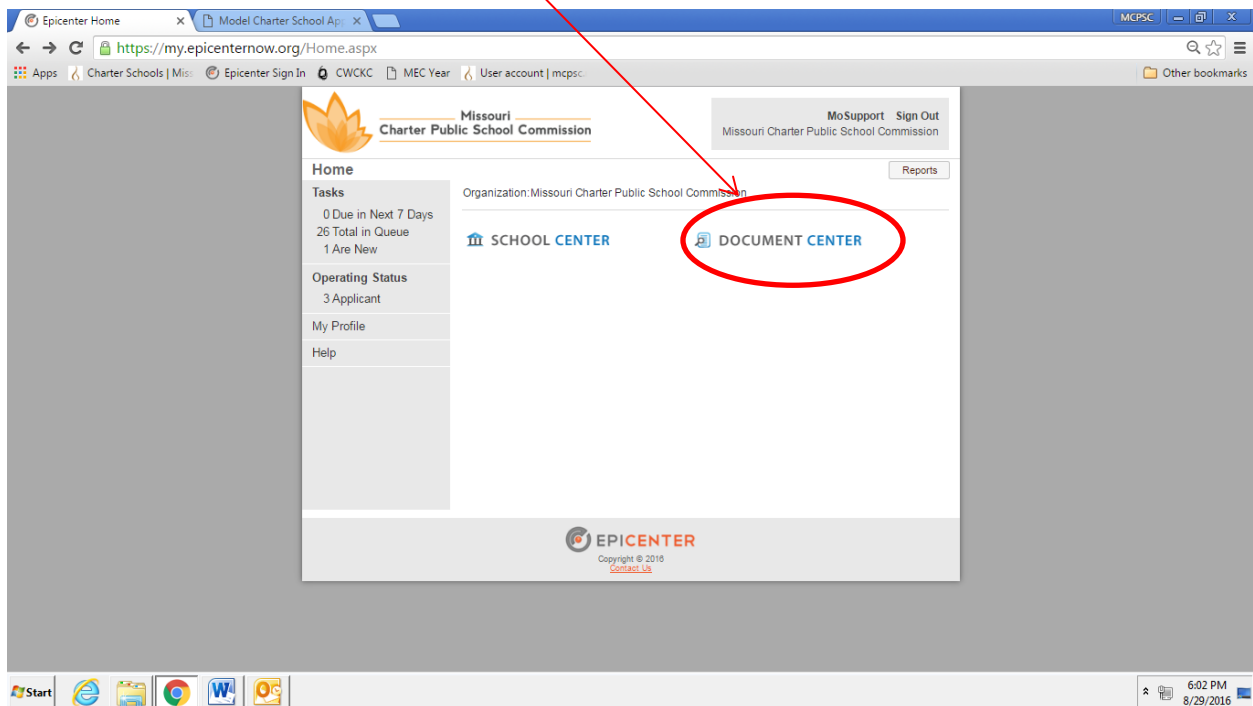
Now you have a list of the documents to be reviewed for this school. Simply click on the submission you wish to review by clicking on one of the **Submission** links.

The screenshot shows a web browser window displaying the Missouri Charter Public School Commission's submission search results. The page title is "Submission Search Results" and the URL is "https://my.epicenternow.org/Documents/FileSearchResults.aspx?id=a9dd7910-bca7-47aa-9056-b9edbc906282". The page features a navigation bar with "Home > Document Center > Search Results" and a "Submission Search Results" section with "Modify Search" and "New Search" buttons. A table lists search results for "Kansas City Leadership Academy for Young Men - KCLAYM". The table has columns for Entity, Entity Type, Type, Tags, Submission, Due, Submitted, Status, and Details. A red arrow points to the "Submission" column header. The table contains 8 rows of results, each with a checkbox, entity name, type, tags, submission link, due date, submitted date, status, and details link.

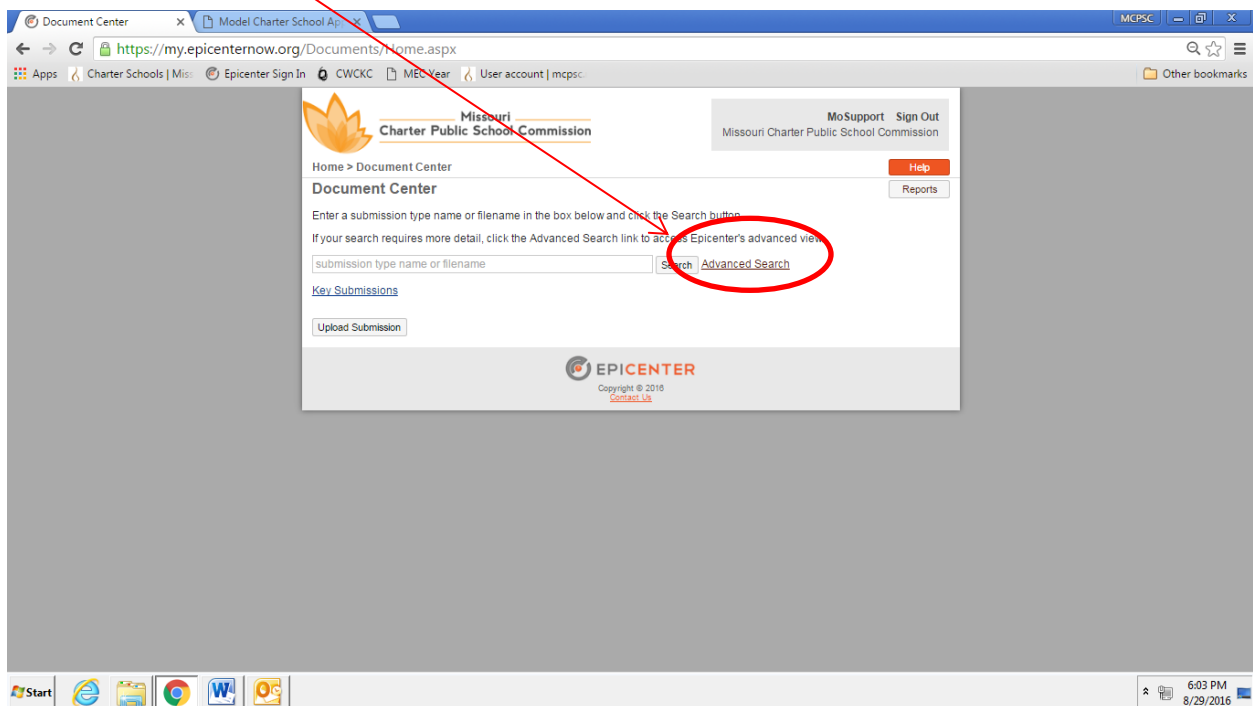
Entity	Entity Type	Type	Tags	Submission	Due	Submitted	Status	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	1. Letter of Intent (LOI)	Name: Date: 2016-05-02	2016-05-02 Letter of Intent.pdf LOI.pdf		Jul 11	Received	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	3. Application Cover Sheet	Date: 08/19/2016	Application Cover Sheet 2016-08-19.pdf Cover Letter.pdf	Aug 19	Aug 19	Pending	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	4. Table of Contents	Date: 08/19/2016	Table of Contents 2016-08-19.pdf Table of Content.pdf	Aug 19	Aug 19	Pending	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	5. Executive Summary	Date: 08/19/2016	Executive Summary 2016-08-19.pdf Executive Summary.pdf	Aug 19	Aug 19	Pending	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	6. Technical Review Check List	Date: 08/19/2016	Technical Review Check List 2016-08-19.docx technical checklist.docx	Aug 19	Aug 19	Pending	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	A.1 Mission, Vision, Philosophy and Goal	Date: 08/19/2016	A.1 Mission, Vision, Philosophy and Goal 2016-08-19.pdf A.1 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	A.2 Curriculum and Instruction	Date: 08/19/2016	A.2 Curriculum and Instruction 2016-08-19.pdf A.2 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
<input type="checkbox"/> Kansas City Leadership Academy for Young Men - KCLAYM	School	A.3 Assessing Student Performance	Date: 08/19/2016	A.3 Assessing Student Performance 2016-08-19.pdf A.3 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details

FINDING SUBMISSIONS USING DOCUMENTS CENTER

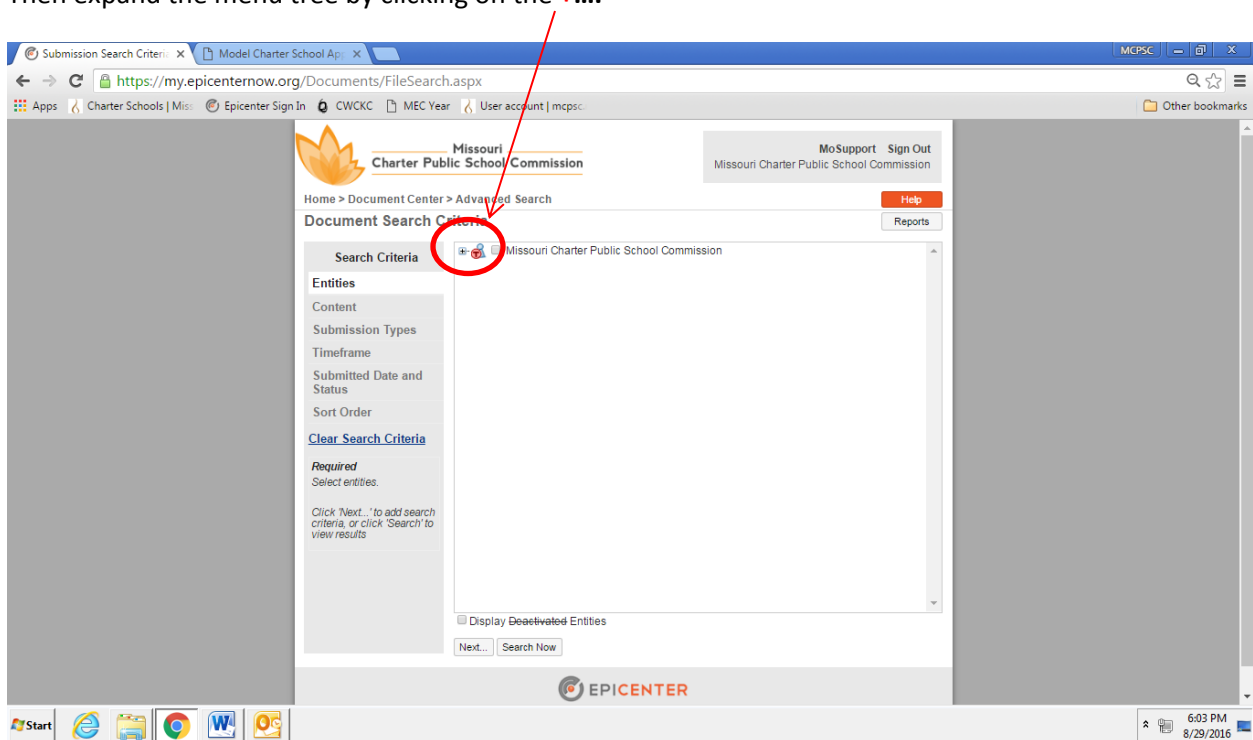
Returning to the Home page, click on **Document Center**.



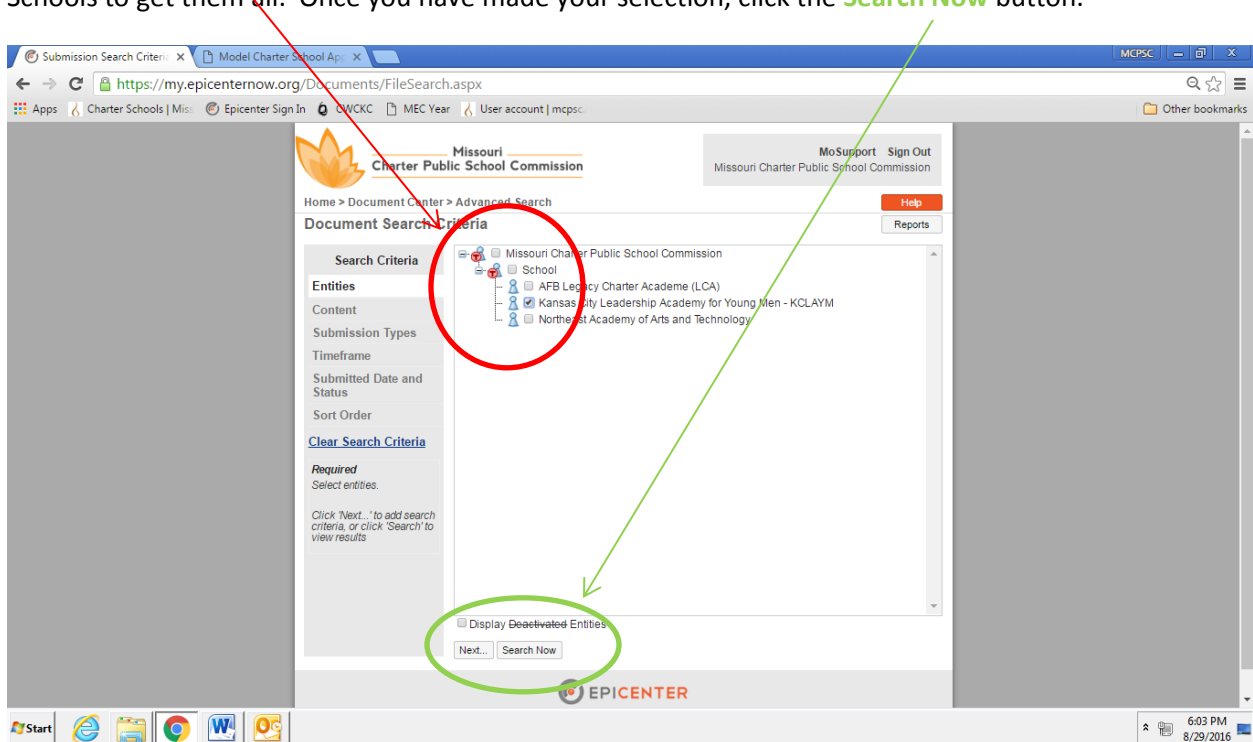
Then click on **Advance Search...**



Then expand the menu tree by clicking on the +....



Click on the **box** in front of the name(s) of the school(s) you are interested in. You can also click the box in front of the Missouri Charter Public School Commission and get all schools, or the box in front of Schools to get them all. Once you have made your selection, click the **Search Now** button.



You now can click on any of the submissions you want to download by clicking on the **submission**.

Submission Search Results

Results 1-25 of 25 First | Previous | Next | Last

Entity	Entity Type	Type	Tags	Submission	Due	Submitted	Status	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	1. Letter of Intent (LOI)	Name: 2016-05-02 Date: 2016-05-02	2016-05-02 Letter of Intent.pdf LOI.pdf		Jul 11	Received	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	3. Application Cover Sheet	Date: 08/19/2016	Application Cover Sheet 2016-08-19.pdf Cover Letter.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	4. Table of Contents	Date: 08/19/2016	Table of Contents 2016-08-19.pdf Table of Content.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	5. Executive Summary	Date: 08/19/2016	Executive Summary 2016-08-19.pdf Executive Summary.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	6. Technical Review Check List	Date: 08/19/2016	Technical Review Check List 2016-08-19.docx technical checklist.docx	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.1 Mission, Vision, Philosophy and Goal	Date: 08/19/2016	A.1 Mission, Vision, Philosophy and Goal 2016-08-19.pdf A.1 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.2 Curriculum and Instruction	Date: 08/19/2016	A.2 Curriculum and Instruction 2016-08-19.pdf A.2 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.3 Assessing Student Performance	Date: 08/19/2016	A.3 Assessing Student Performance 2016-08-19.pdf A.3 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.4 School Calendar and Daily Schedule	Date: 08/19/2016	A.4 School Calendar and Daily Schedule 2016-08-19.pdf A.4 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.5 Target Population	Date: 08/19/2016	A.5 Target Population 2016-08-19.pdf A.5 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.6 Special Student Populations	Date: 08/19/2016	A.6 Special Student Populations 2016-08-19.pdf A.6 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.7 School-Specific Goals and Objectives	Date: 08/19/2016	A.7 School-Specific Goals and Objectives 2016-08-19.pdf A.7 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.8 School Climate and Culture	Date: 08/19/2016	A.8 School Climate and Culture 2016-08-19.pdf A.8 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details

If you want them all, click on **Entity**, which will check all the boxes for the entire school. Then click **Download Selected Files**.

Submission Search Results

Results 1-25 of 25 First | Previous | Next | Last

Entity	Entity Type	Type	Tags	Submission	Due	Submitted	Status	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	A.8 School Climate and Culture	Date: 08/19/2016	A.8 School Climate and Culture 2016-08-19.pdf A.8 KCLAYM.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	B.1 Missouri Non-Profit	Date: 08/19/2016	B.1 Missouri Non-Profit 2016-08-19.pdf B.1.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	B.2 Governing Board Composition	Date: 08/19/2016	B.2 Governing Board Composition 2016-08-19.pdf B.2.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	B.3 Management and Operations	Date: 08/19/2016	B.3 Management and Operations 2016-08-19.pdf B.3.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	B.4 Staff Recruitment, Retention, Replacement and Training	Date: 08/19/2016	B.4 Staff Recruitment, Retention, Replacement and Training 2016-08-19.pdf B.4.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	B.5 Student Recruitment and Enrollment	Date: 08/19/2016	B.5 Student Recruitment and Enrollment 2016-08-19.pdf B.5.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	B.6 Parent/Guardian, Community, Higher Education and Employee Involvement	Date: 08/19/2016	B.6 Parent/Guardian, Community, Higher Education and Employee Involvement 2016-08-19.pdf B.6.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	C.1 Budget	Date: 08/19/2016	C.1 Budget 2016-08-19.pdf C.1.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	C.2 Financial Management	Date: 08/19/2016	C.2 Financial Management 2016-08-19.pdf C.2.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	C.3 Facility	Date: 08/19/2016	C.3 Facility 2016-08-19.pdf C.3.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	D.1 Pre-Opening Plan	Date: 08/19/2016	D.1 Pre-Opening Plan 2016-08-19.pdf D.1.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	D.2 Closure Plan	Date: 08/19/2016	D.2 Closure Plan 2016-08-19.pdf C.6.pdf	Aug 19	Aug 19	Pending	Details
Kansas City Leadership Academy for Young Men - KCLAYM	School	District Submission of Application	Date: 08/19/2016	2016-08-19 Charter School Application - District Submission.pdf Proof of Submission.pdf	Aug 24	Aug 19	Approval Pending	Details

Select **All** | None

Download Selected Files